

# Postdoc Tutorial

## The Basics

September, 2003

# Why use Postdoc?

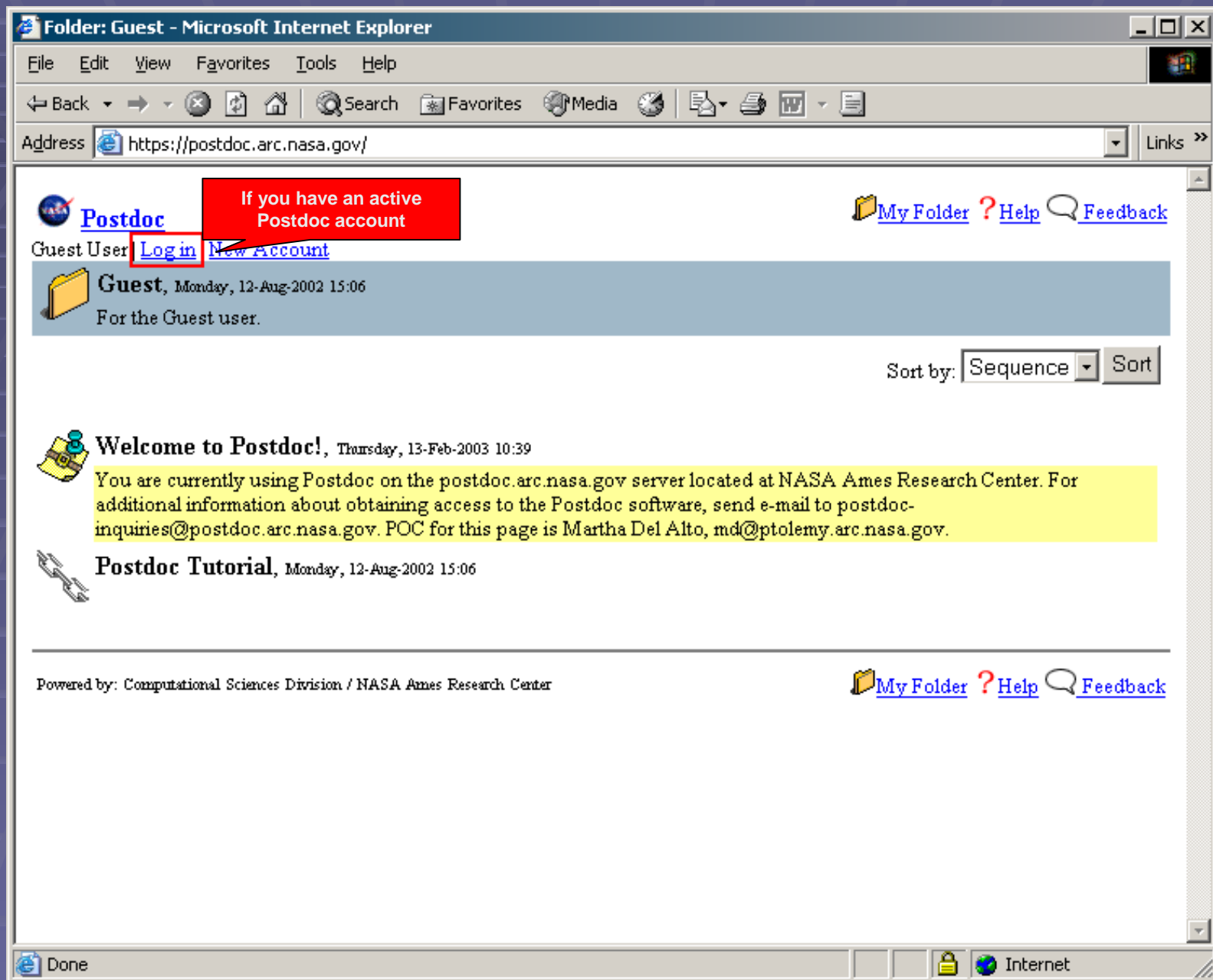
- Store documents that can be accessed anywhere
- Securely share documents with other members of your group.
- Administer your own content
- Create email lists and access archived email threads

# Postdoc Features

- Personal Folder (“My Folder”): Folders, documents, groups, lists and links that are owned by you or that you have access to. Also, the default location upon login.
- Top Folder: The top level of Postdoc from which you would do searches from.
- Users: Locate a Postdoc user
- Groups: These are groups of people in one organization or team that can be utilized to grant group access to a particular item with customized security levels. You can create, remove or locate a group in this area.
- Lists: Generally, closely tied to groups in postdoc, but not required. A mail list is utilized to send emails to multiple people using one email address (i.e. [sample@postdoc.arc.nasa.gov](mailto:sample@postdoc.arc.nasa.gov)). In this section, you can create or locate a list.
- Links: Links are shortcuts to either a folder or file, a group, or a mail list that can be stored in your personal folder (“My Folder”).

Let's take a look

# Log In




# Log In Page

Postdoc: Log In - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print W

Address <https://postdoc.arc.nasa.gov/postdoc/t/etc/login.ehtml?url=%2Fcgi-bin%2Fperl%2Fpostdoc%2Ft%2Fuser%2Fadd2.ehtml> Links >>

 [Postdoc](#)

Guest User

**Log In**

[My Folder](#) [Help](#) [Feedback](#)

**Authorization Required**

***WARNING!***

This is a US Government computer. This system is for the use of authorized users only. By accessing and using the computer system you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution.

**Login:**

**Password:**

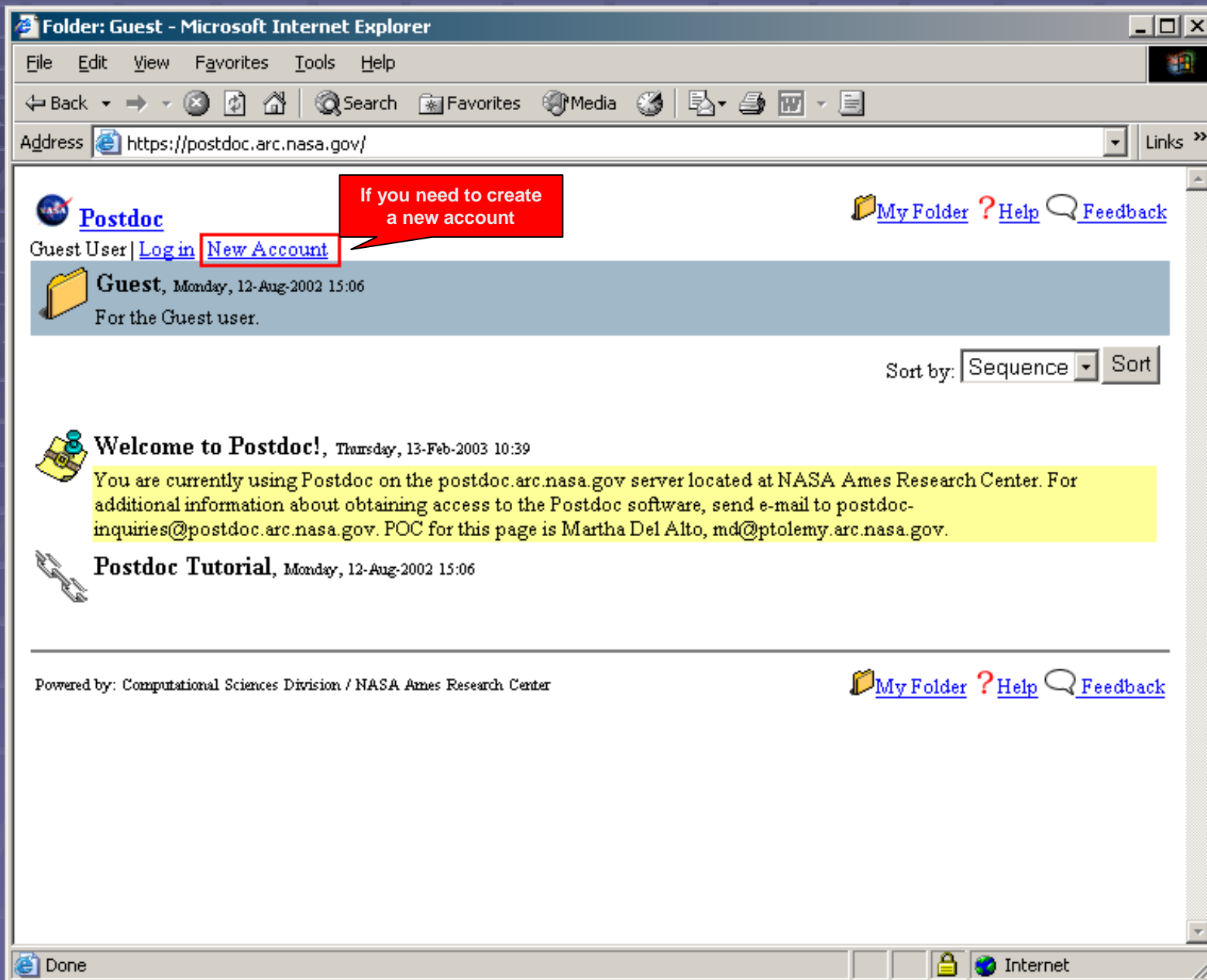
**Notes**

In order for the login process to work, your browser must support "cookies" and be enabled to receive them.

[Forgot your password?](#)

Done Internet

# New Account





# New Account Page

User - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print W Links

Address <https://postdoc.arc.nasa.gov/postdoc/t/user/add.ehtml>

 **Postdoc**  [My Folder](#) [? Help](#) [Feedback](#)

Guest User | [Login](#) | [New Account](#)

 **New User**

Enter the fields below. Fields for which there is no information should be blank.  
\* = Required field.

**Primary group nickname\*:**

Provide the group nickname with which you are or will be **most closely associated** on a daily basis. (The nickname *\*must\** be exact.)

login*	Last name*	First name*	MI
<input type="text" value="ffurple"/>	<input type="text" value="Furplesnort"/>	<input type="text" value="Fred"/>	<input type="text"/>

E-Mail*	Affiliation
<input type="text" value="ffurple@sample.gov"/>	<input type="text"/>

Site Name/Address	Contact Numbers/Notes
<input type="text" value="NASA Ames"/>	<input type="text" value="Phone: 650-555-1212"/>
<input type="text" value="Moffett Field"/>	<input type="text" value="Fax: 650-555-1111"/>

**URL of personal home page**

Internet




# Forgot Password?

Postdoc: Log In - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://postdoc.arc.nasa.gov/postdoc/t/etc/login.ehtml?url=%2Fcgi-bin%2Fperl%2Fpostdoc%2Ft%2Fuser%2Fadd2.ehtml> Links >>

 [Postdoc](#)

Guest User

**Log In**

[My Folder](#) [? Help](#) [Feedback](#)

**Authorization Required**

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This is a US Government computer. This system is for the use of authorized users only. By accessing and using the computer system you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution.

**Login:**

**Password:**

**Notes**

In order for the login process to work, your browser must support "cookies" and be enabled to receive them.

[Forgot your password?](#)

Click here if you have an account, but forgot your password

Done Internet

# Forgot Password Page


Search for Users Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <https://postdoc.arc.nasa.gov/cgi-bin/epurl/postdoc/t/user/main.ehtml?Search=ffurple&forgot=1> Links >>

Login:  Submit

 Users are only permitted to assign themselves a new password, **YOU WILL BE COMMITTING A FELONY** by changing this password. unless you are **Fred Furplesnort** assigning yourself a new password. Know that this transaction will be logged including the machine you are doing this from:

123.232.44.123

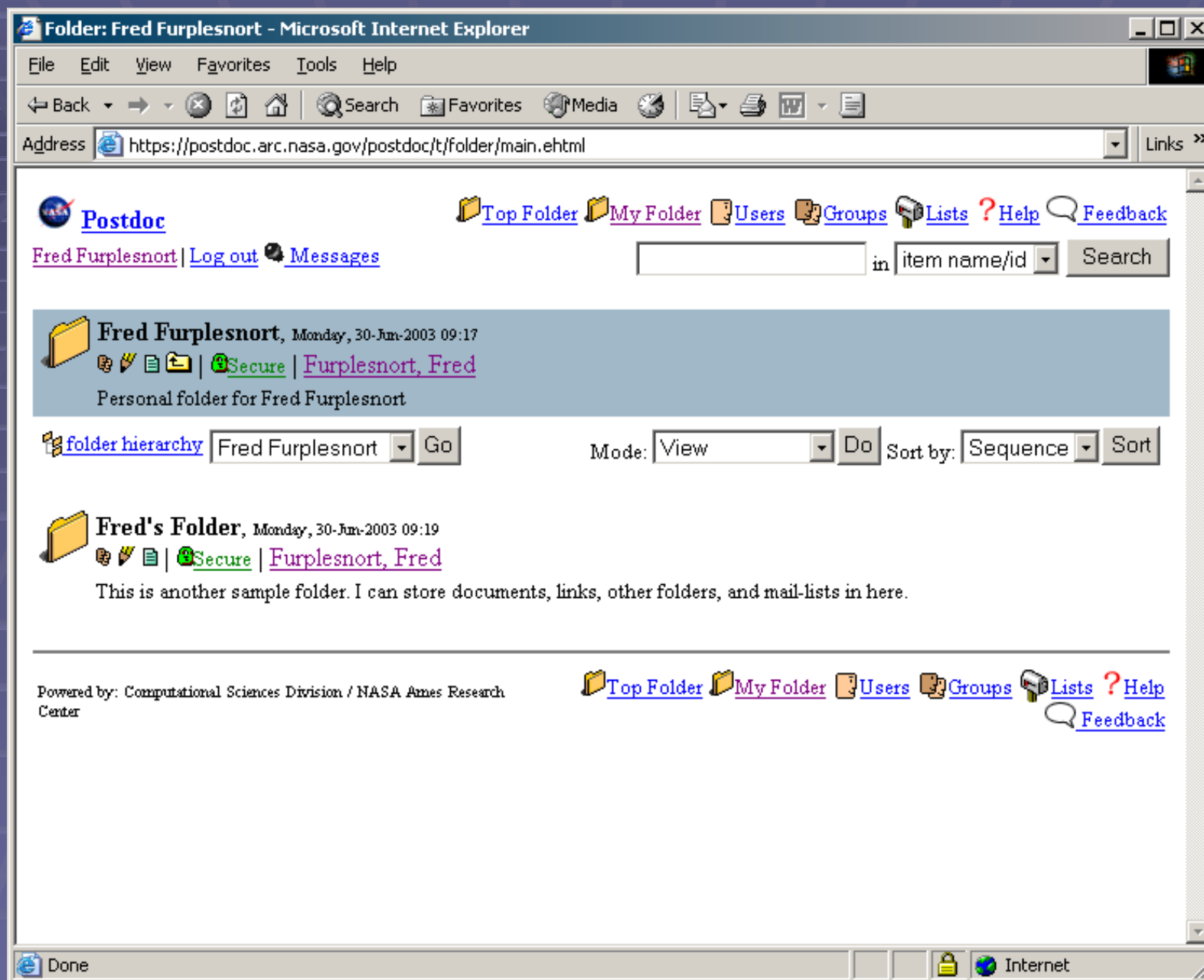
To be assigned a new password automatically, select:

- ☐ Yes, I am **Fred Furplesnort**.
- ☐ Yes, I acknowledge that my existing login is **ffurple**.
- ☐ Yes, my e-mail address is **ffurple@sample.gov** and understand that my new password will be sent there.

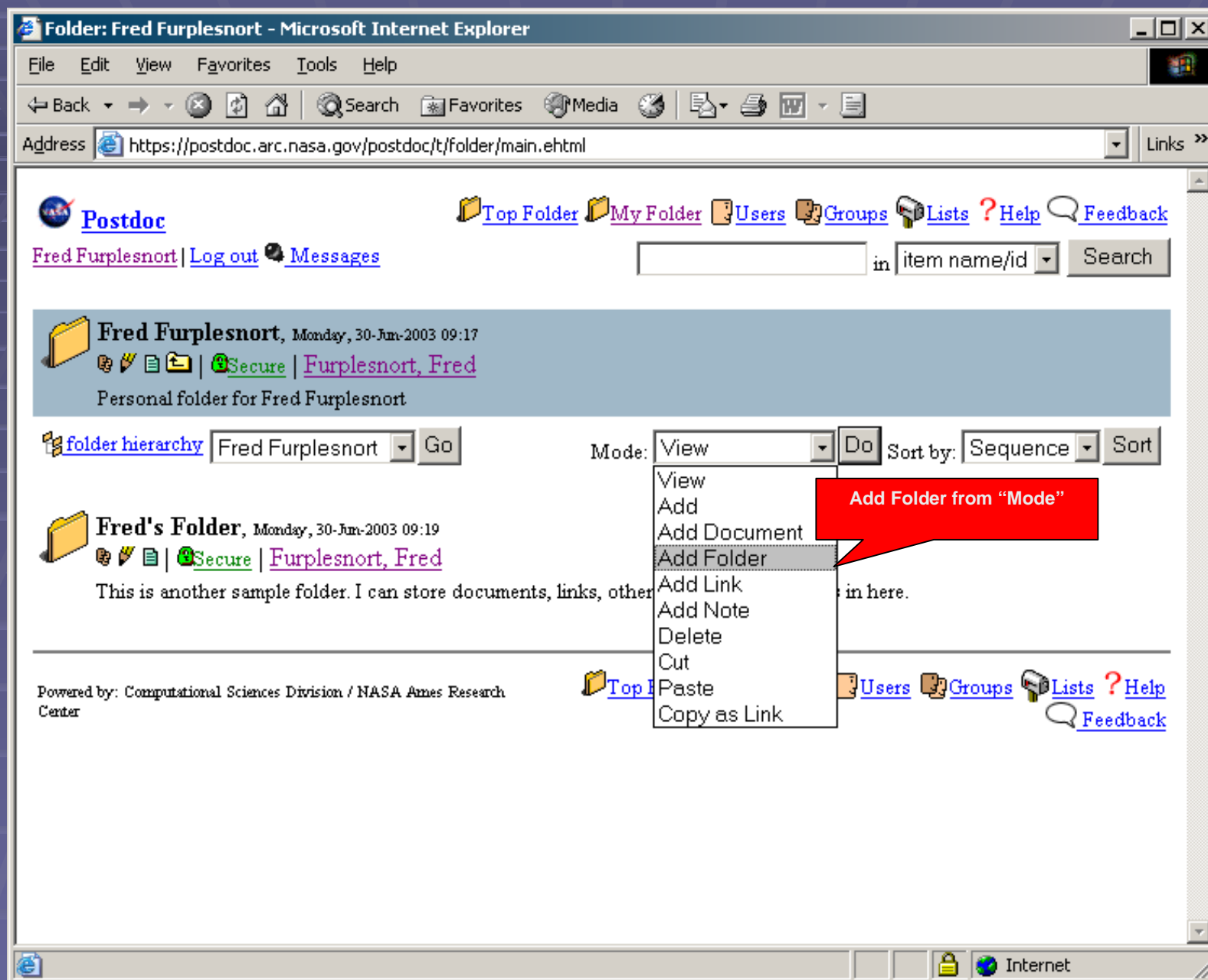
(Remember that e-mail, while fast, is not instantaneous.) Only if this process does not work, contact: [postdoc-help@postdoc.arc.nasa.gov](mailto:postdoc-help@postdoc.arc.nasa.gov).

Done Internet

# My Folder



# Adding a Folder



# Adding a Folder

**Add Folder - Microsoft Internet Explorer**

File Edit View Favorites Tools Help


Back Forward Stop Home Search Favorites Media

Address [https://postdoc.arc.nasa.gov/postdoc/t/folder/add.ehtml?url\\_id=97730&selected\\_item\\_id=-1&type=Folder&edit=Add+Item](https://postdoc.arc.nasa.gov/postdoc/t/folder/add.ehtml?url_id=97730&selected_item_id=-1&type=Folder&edit=Add+Item) Links >>

[Fred Furplesnort](#) | [Log out](#) | [Messages](#)

in item name/id Search

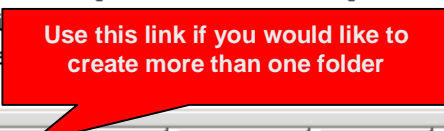
## Add Folder

 **Please read and acknowledge the following before adding documents to this server.**

Because this server is connected to the Internet, it is not guaranteed secure to parties determined to obtain information from it. Therefore, [export-sensitive](#) or proprietary information should not be uploaded. If in doubt as to whether to upload a particular document, consult your management and the [CIO Security Pages](#) (only available from within the NASA network). By uploading documents, you agree to take full responsibility for what you upload and setting access privileges correctly. See the [Item Relationships Help](#) page for information on how to both view and set access privileges.

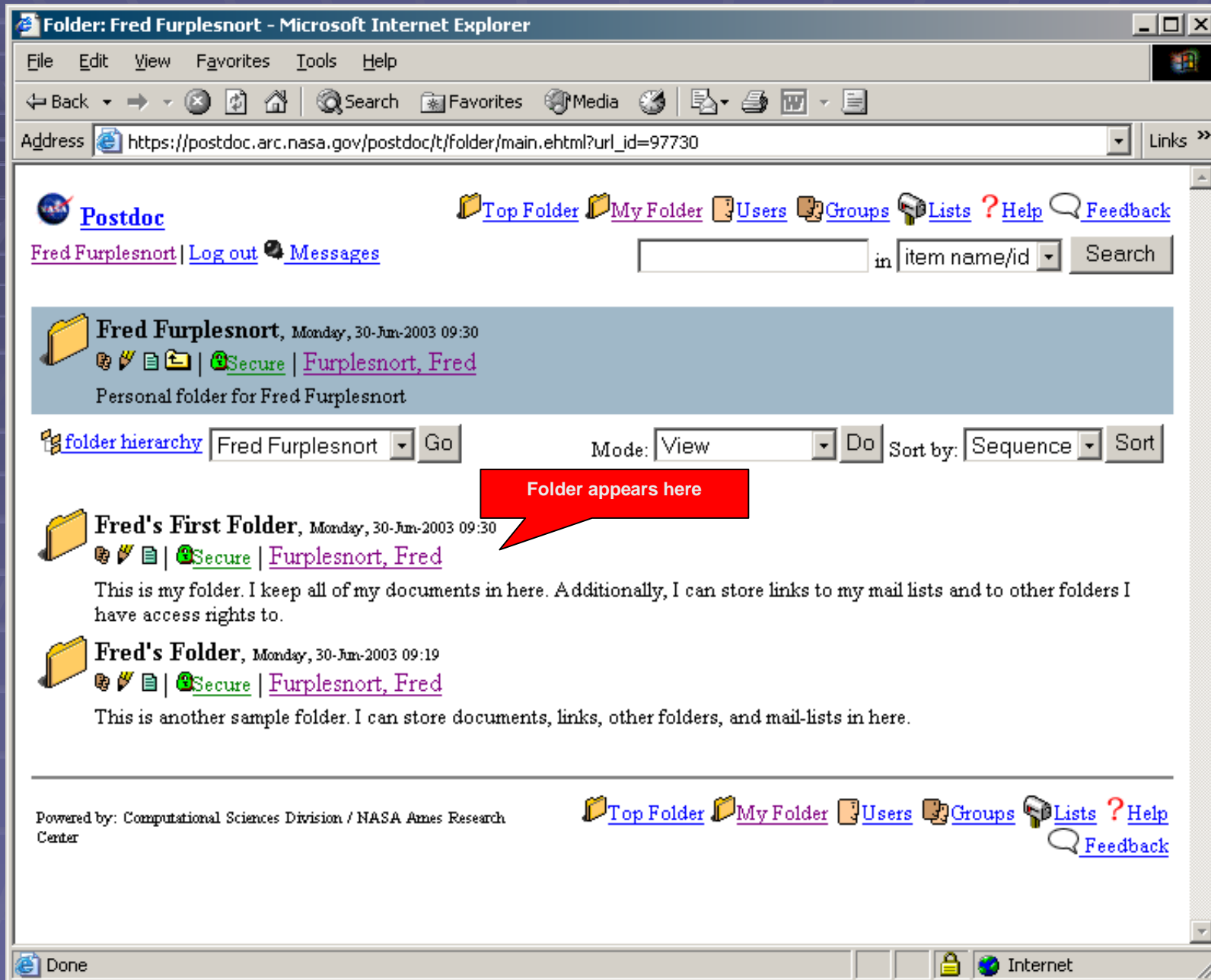
**Folder Name:** \* Fred's First Folder  
Up to 80 characters including spaces can be used.

**Description:** This is my folder. I keep all of my documents in here.  
Addi s to my mail lists and to  
othe ghts to.

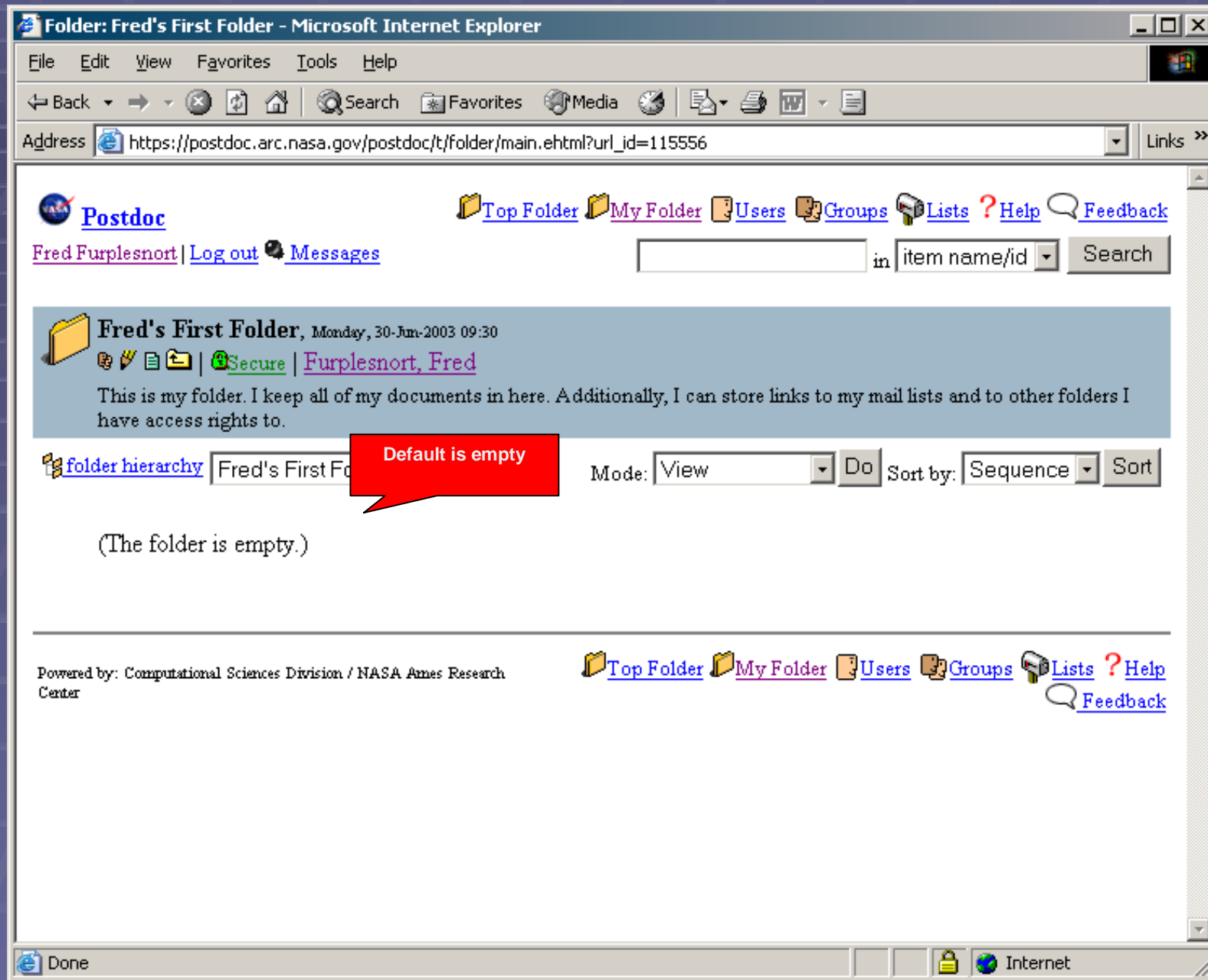
 Use this link if you would like to create more than one folder

Internet

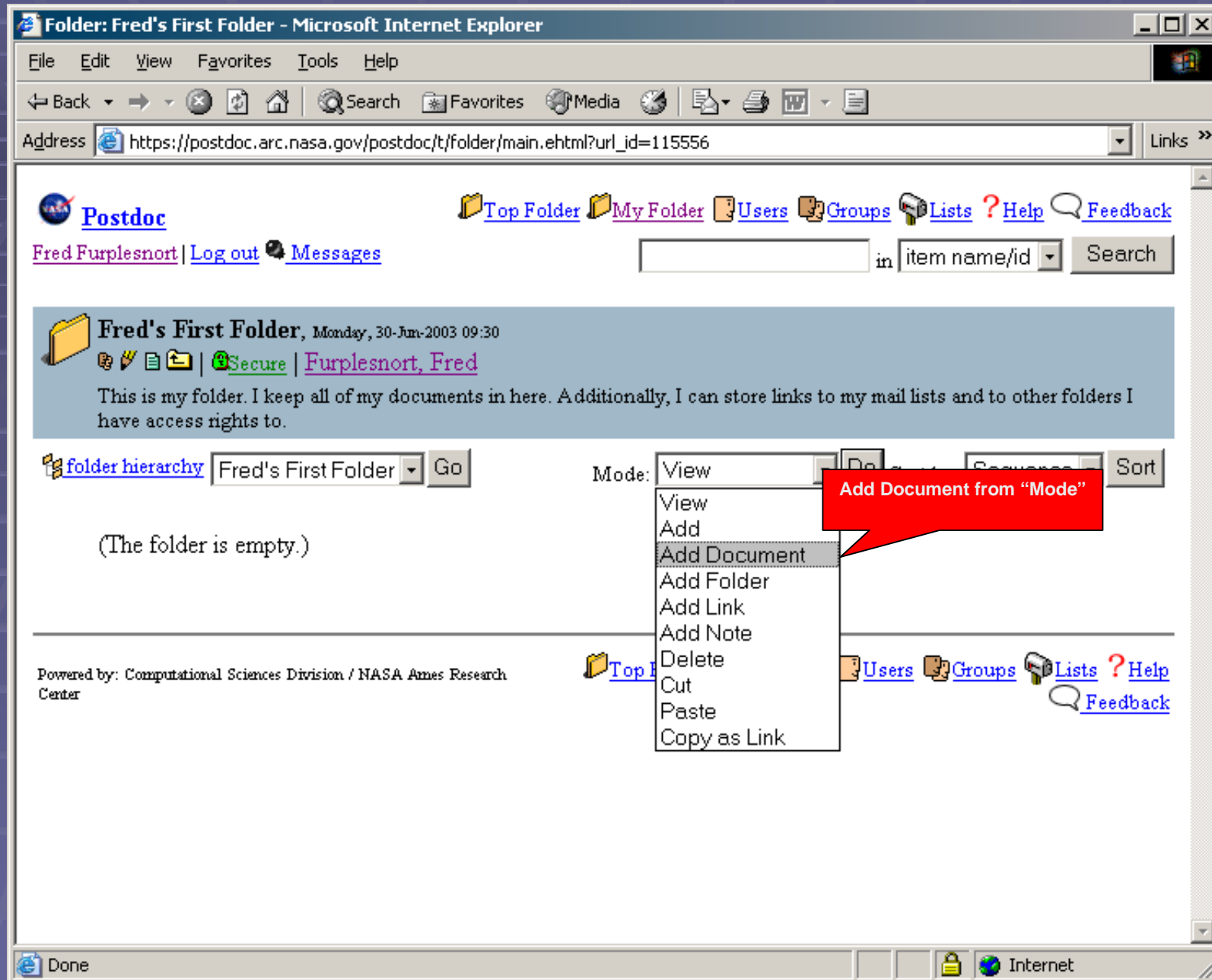
# Adding a Folder



# Adding a Document



# Adding a Document





# Adding a Document

**Add Document - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address [https://postdoc.arc.nasa.gov/postdoc/t/folder/add.ehtml?url\\_id=115556&selected\\_item\\_id=-1&type=Document&edit=Add+](https://postdoc.arc.nasa.gov/postdoc/t/folder/add.ehtml?url_id=115556&selected_item_id=-1&type=Document&edit=Add+) Links >>

**⚠ Please read and acknowledge the following before adding documents to this server.**

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**Document Name:**  This is how you want the name of the document to appear in Postdoc folder views. Up to 80 characters including spaces can be used; filename extensions should not be used. If none is specified, the filename is used by default.

**File Name:**   This is the full name of the file located on your computer.

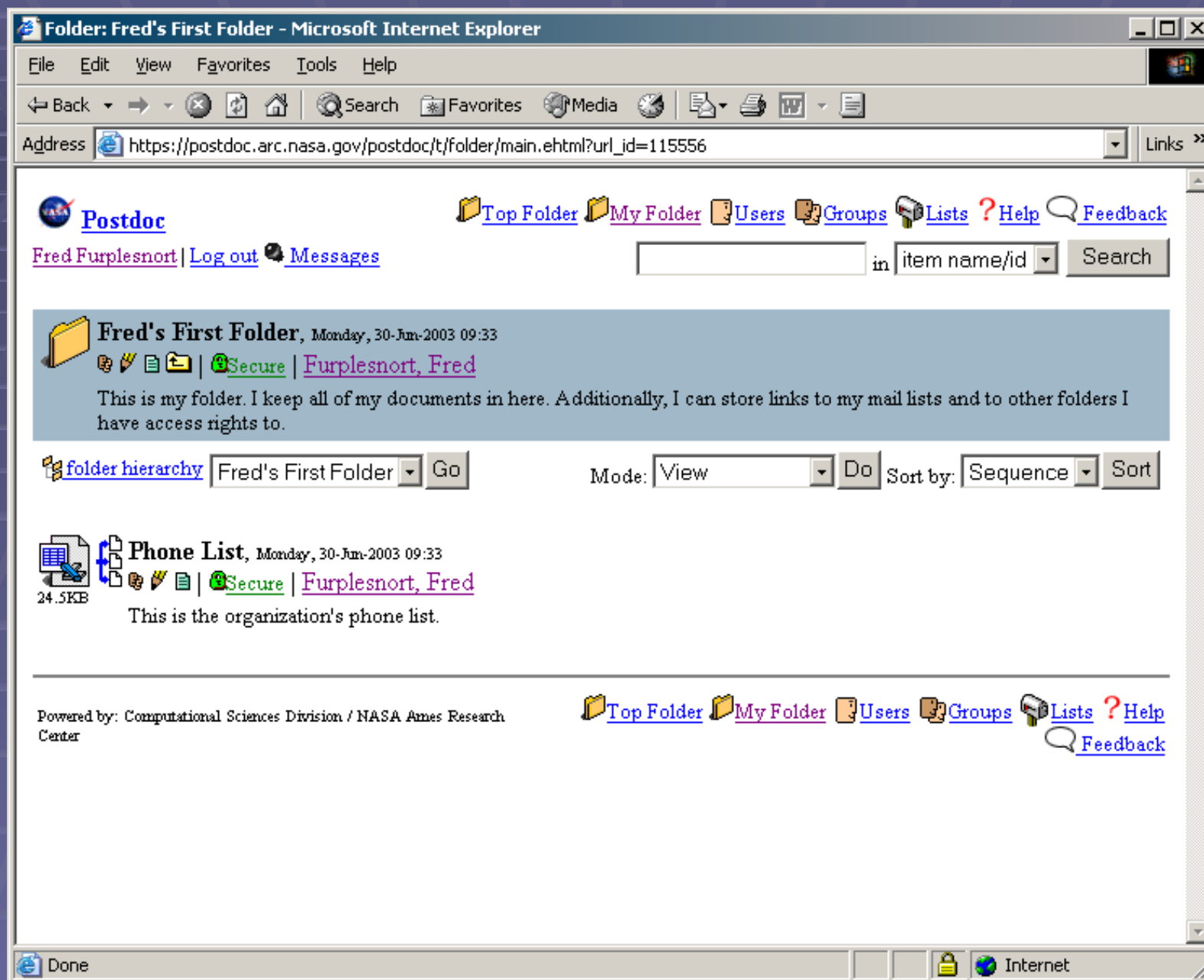
**File Type:**  Determine type from the file

**Description:**  This is the organization's phone list.

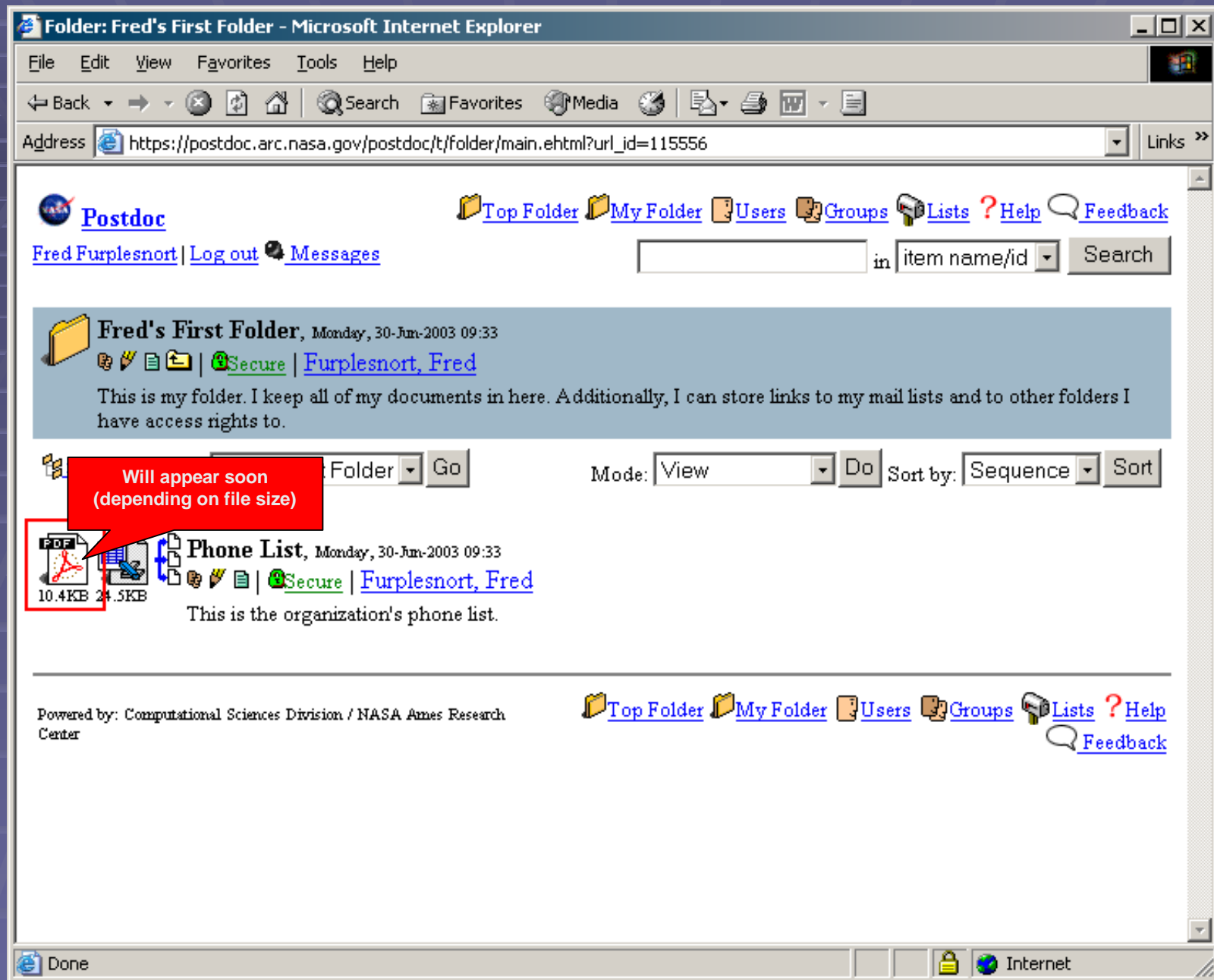
☒ perform batch conversion(s) **This will convert your file to a .pdf by default (automatically)**

Internet

# Converting a Document to .pdf



# Converted Document



# Back to My Folder

Folder: Fred's First Folder - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print View Source

Address [https://postdoc.arc.nasa.gov/postdoc/t/folder/main.ehtml?url\\_id=115556](https://postdoc.arc.nasa.gov/postdoc/t/folder/main.ehtml?url_id=115556) Links >>

**Postdoc**

[Fred Furplesnort](#) | [Log out](#) | [Messages](#)

[Top Folder](#) [My Folder](#) [Users](#) [Groups](#) [Lists](#) [? Help](#) [Feedback](#)

in item name/id Search

**Fred's First Folder**, Monday, 30-Jun-2003 09:33

[Secure](#) | [Furplesnort, Fred](#)

This is my folder. I keep all of my documents in here. Additionally, I can store links to my mail lists and to other folders I have access rights to.

[folder hierarchy](#)

Fred's First Folder Go view Do Sort by: Sequence Sort

Top Folder  
Personal Folders  
Fred Furplesnort 2003 09 33  
Fred's First Folder [snort, Fred](#)

10.4KB 24.5KB

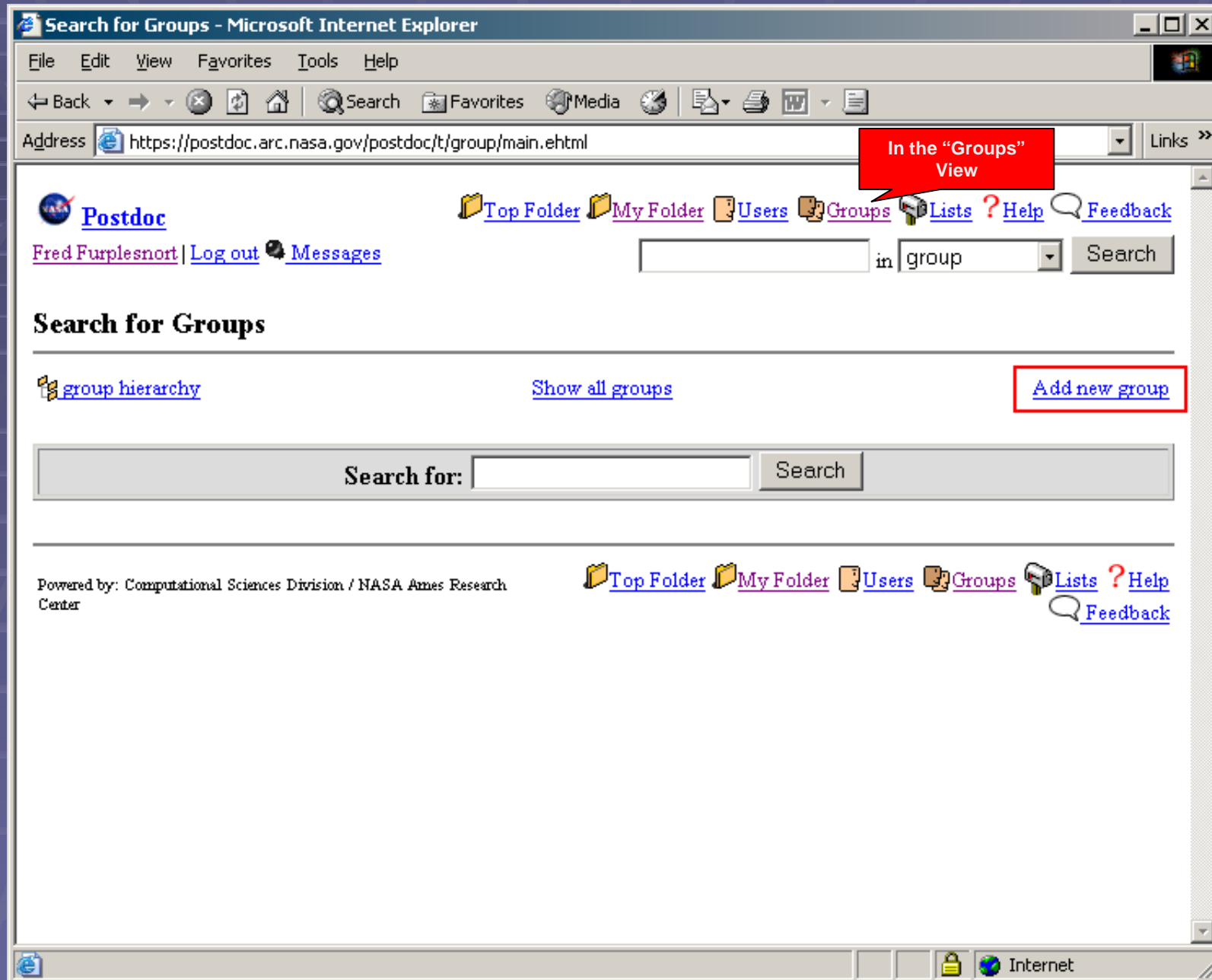
This is the organization's phone list.

Powered by: Computational Sciences Division / NASA Ames Research Center

[Top Folder](#) [My Folder](#) [Users](#) [Groups](#) [Lists](#) [? Help](#) [Feedback](#)

Internet

# Creating a Group




# Creating a Group – with Mail List

**Add New Group - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS


Address <https://postdoc.arc.nasa.gov/postdoc/t/group/add.ehtml> Links >>

 **Postdoc**

[Fred Furlenort](#) | [Log out](#) | [Messages](#)

[Top Folder](#) [My Folder](#) [Users](#) [Groups](#) [Lists](#) [Help](#) [Feedback](#)

in

 **Add New Group**

**\* = Required field.**

<b>Name*</b> <input type="text" value="Furple's Group"/>	<b>Nickname*</b> <input type="text" value="furple_group"/>
---	---

Nicknames must be unique, are limited to 20 characters, and may consist only of letters, digits, and dashes.

**Description**

☒ Add a mailing list by this same name as well (and subscribe this group.)

**A mailing list is created by default, unless unchecked**

Done Internet

# Inviting Non-registered Users

Group Members: Furple's Group - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address [https://postdoc.arc.nasa.gov/postdoc/t/group/members.ehtml?group\\_id=-1529](https://postdoc.arc.nasa.gov/postdoc/t/group/members.ehtml?group_id=-1529) Links >>

**Postdoc** [Top Folder](#) [My Folder](#) [Users](#) [Groups](#) [Lists](#) [? Help](#) [Feedback](#)

[Fred Furplesnort](#) | [Log out](#) [Messages](#)

in [group](#)

**Furple's Group** (furple\_group)

This is my group. I will use this group to collaborate.

<b>Members</b>	<a href="#">Events</a>	<a href="#">Folder</a>	<a href="#">Parent/Child Groups</a>	<a href="#">Notifications</a>	<a href="#">Properties</a>	<a href="#">Copy Shortcut</a>	<a href="#">Mailing List</a>
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[group hierarchy](#)

**O Member**

☒ [Furplesnort, Fred](#) [remove](#)

[Invite non-registered people to become members](#)

**Add existing user**

Search for:    
(Search checks: login, last name, first name, e-mail address, affiliation, and site name.)

Done Internet

**Use this link to invite people outside of Postdoc to join**

O = Group owner

# Add Existing User

Group Members: Furple's Group - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print View Source

Address [https://postdoc.arc.nasa.gov/postdoc/t/group/members.ehtml?group\\_id=-1529](https://postdoc.arc.nasa.gov/postdoc/t/group/members.ehtml?group_id=-1529) Links >>

**Postdoc**

[Fred Furplesnort](#) | [Log out](#) | [Messages](#)

[Top Folder](#) [My Folder](#) [Users](#) [Groups](#) [Lists](#) [Help](#) [Feedback](#)

in [group](#)

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[group hierarchy](#)

**O Member**

☒ [Furplesnort, Fred](#) [remove](#)

[Invite non-registered people to become members](#)

**Add existing user**

**Search for:**    
(Search checks: login, last name, first name, e-mail address, affiliation, and site name.)

**Use this link for existing users**

O = Group owner

Done Internet



# Inviting Non-registered Users

Group Invite: Furple's Group - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail Word

Address [https://postdoc.arc.nasa.gov/postdoc/t/group/invite.ehtml?group\\_id=-1529](https://postdoc.arc.nasa.gov/postdoc/t/group/invite.ehtml?group_id=-1529) Links >>

**From:** Fred Furplesnort

**To: \***

**Subject: \*** Invitation to Furple's Group

**Standard Message Component:** (required: included at beginning)

You have been invited to join the Furple's Group group on the Postdoc server postdoc.arc.nasa.gov.

To accept the invitation, complete the registration form at the URL:  
[http://postdoc.arc.nasa.gov/postdoc/t/user/add.ehtml?group\\_id=-1529&v=1](http://postdoc.arc.nasa.gov/postdoc/t/user/add.ehtml?group_id=-1529&v=1)

**Personal Message Component:** (optional: appended to e-mail)

Done Internet

Add email addresses here

# Adding the Link to My Folder

Search for Groups Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address [https://postdoc.arc.nasa.gov/cgi-bin/epperl/postdoc/t/group/main.ehtml?Search=furple\\_group](https://postdoc.arc.nasa.gov/cgi-bin/epperl/postdoc/t/group/main.ehtml?Search=furple_group) Links >>

**Postdoc**

[Fred Furplesnort](#) | [Log out](#) | [Messages](#)

[Top Folder](#) [My Folder](#) [Users](#) [Groups](#) [Lists](#) [? Help](#) [Feedback](#)

in

### Search for Groups

[group hierarchy](#) [Show a](#) [Search here for your new group](#) [Add new group](#)

**Search for:**

### Group

[Furple's Group \(furple\\_group\)](#) [Members](#) | [Events](#) | [Folder](#) | [Parents/Children](#) | [Notifications](#) | [Properties](#) | [Copy Shortcut](#) | [Mailing List](#) | [Delete](#)

Powered by: Computational Sciences Division / NASA Ames Research Center

[Top Folder](#) [My Folder](#) [Users](#) [Groups](#) [Lists](#) [? Help](#) [Feedback](#)

Internet

# Adding the Link to My Folder

Search for Groups Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print View Source

Address [https://postdoc.arc.nasa.gov/cgi-bin/epel/postdoc/t/group/main.ehtml?Search=furple\\_group](https://postdoc.arc.nasa.gov/cgi-bin/epel/postdoc/t/group/main.ehtml?Search=furple_group) Links >>

**Postdoc**

[Fred Furplesnort](#) | [Log out](#) | [Messages](#)

[Top Folder](#) [My Folder](#) [Users](#) [Groups](#) [Lists](#) [? Help](#) [Feedback](#)

in

### Search for Groups

[group hierarchy](#) [Show all groups](#) [Add new group](#)

Search for:

#### Group

[Furple's Group](#) [Members](#) | [Events](#) | [Folder](#) | [Parents/Children](#) | [Notifications](#) | [Properties](#) | [Copy Shortcut](#) | [Mailing List](#) | [Delete](#)

Powered by: [Computation Center](#)

Option 1: Click here and you will be redirected to "My Folder".

Option 2: Internet Explorer 6.0; right click (Win), or Control Click (Mac) on the Group Link and "Copy Shortcut". Netscape users: "Copy Link Location"

Users Groups Lists ? Help Feedback

Internet

# Adding the Link to My Folder

Folder: Fred Furplesnort - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print View Source

Address <https://postdoc.arc.nasa.gov/postdoc/t/folder/main.ehtml> Links >>

**Postdoc**

[Fred Furplesnort](#) | [Log out](#) | [Messages](#)

[Top Folder](#) [My Folder](#) [Users](#) [Groups](#) [Lists](#) [Help](#) [Feedback](#)

in item name/id Search

**Fred Furplesnort**, Monday, 30-Jun-2003 09:30

[Secure](#) | [Furplesnort, Fred](#)

Personal folder for Fred Furplesnort

[folder hierarchy](#) Fred Furplesnort Go

Mode: Add Link Do Sort by: Sequence Sort

View  
Add  
Add Document  
Add Folder  
Add Link  
Add Note  
Delete  
Cut  
Paste  
Copy as Link

**Fred's First Folder**, Monday, 30-Jun-2003 09:33

[Secure](#) | [Furplesnort, Fred](#)

This is my folder. I keep all of my documents in here. Additionally, I have access rights to.

**Fred's Folder**, Monday, 30-Jun-2003 09:19

[Secure](#) | [Furplesnort, Fred](#)

This is another sample folder. I can store documents, links, other in here.

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[Top Folder](#) [My Folder](#) [Users](#) [Groups](#) [Lists](#) [Help](#) [Feedback](#)

Done Internet

# Adding the Link to My Folder

**Add Link - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address [https://postdoc.arc.nasa.gov/postdoc/t/folder/add.ehtml?url\\_id=97730&selected\\_item\\_id=-1&type=Link&edit=Add+Item](https://postdoc.arc.nasa.gov/postdoc/t/folder/add.ehtml?url_id=97730&selected_item_id=-1&type=Link&edit=Add+Item) Links >>

## Add Link

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**Link Name: \***   
Up to 80 characters including spaces can be used.

**Link URL: \***

**Description:**

Done Internet

# Adding the Link to My Folder

**Add Link - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address [https://postdoc.arc.nasa.gov/postdoc/t/folder/add.ehtml?url\\_id=97730&selected\\_item\\_id=-1&type=Link&edit=Add+Item](https://postdoc.arc.nasa.gov/postdoc/t/folder/add.ehtml?url_id=97730&selected_item_id=-1&type=Link&edit=Add+Item) Links >>

## Add Link

**⚠ Please read and acknowledge the following before adding documents to this server.**

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**Link Name: \***   
Up to 80 characters including spaces can be used.

**Link URL: \***  **Paste Here**

**Description:**

Done Internet








# Adding the Link to My Folder


Folder: Fred Furplesnort - Microsoft Internet Explorer

File Edit View Favorites Tools Help







Back Forward Stop Home Search Favorites Media


Address <https://postdoc.arc.nasa.gov/postdoc/t/folder/main.ehtml> Links >>







 **Postdoc**  [Top Folder](#)  [My Folder](#)  [Users](#)  [Groups](#)  [Lists](#) [? Help](#)  [Feedback](#)







[Fred Furplesnort](#) | [Log out](#)  [Messages](#)







in

 **Fred Furplesnort**, Monday, 30-Jun-2003 10:26  
     [Furplesnort, Fred](#)  
Personal folder for Fred Furplesnort






 [folder hierarchy](#)   Mode:   Sort by:



 **Furple's Group**, Monday, 30-Jun-2003 10:25  
     [Furplesnort, Fred](#)  
Here's the link to my group

 **Fred's First Folder**, Monday, 30-Jun-2003 09:33  
     [Furplesnort, Fred](#)  
This is my folder. I keep all of my documents in here. Additionally, I can store links to my mail lists and to other folders I have access rights to.

 **Fred's Folder**, Monday, 30-Jun-2003 09:19  
     [Furplesnort, Fred](#)  
This is another sample folder. I can store documents, links, other folders, and mail-lists in here.

Powered by: Computational Sciences Division / NASA Ames Research Center

 [Top Folder](#)  [My Folder](#)  [Users](#)  [Groups](#)  [Lists](#) [? Help](#)

Done   Internet

# Adding the Mail List to My Folder

Search for Mailing Lists Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address [https://postdoc.arc.nasa.gov/cgi-bin/epperl/postdoc/t/list/main.ehtml?Search=furple\\_group](https://postdoc.arc.nasa.gov/cgi-bin/epperl/postdoc/t/list/main.ehtml?Search=furple_group)

**Postdoc**

[Fred Furplesnort](#) | [Log out](#) | [Messages](#)

[Top Folder](#) | [My Folder](#) | [Users](#) | [Groups](#) | [Lists](#) | [Help](#) | [Feedback](#)

in

### Search for Mailing Lists

[Show](#)   [Add new list](#)

#### Mailing List

[Furple's Group](#)  
([furple\\_group](#))

[Subscribers](#) | [Archive](#) | [Properties](#) | [Pending e-Mail](#) | [Copy Shortcut](#) | [Delete](#) | [Group](#)

Powered by: Computational Sciences Division / NASA Ames Research Center

[Top Folder](#) | [My Folder](#) | [Users](#) | [Groups](#) | [Lists](#) | [Help](#) | [Feedback](#)

Done Internet



# Adding the Mail List to My Folder

Search for Mailing Lists Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address [https://postdoc.arc.nasa.gov/cgi-bin/eperl/postdoc/t/list/main.ehtml?Search=furple\\_group](https://postdoc.arc.nasa.gov/cgi-bin/eperl/postdoc/t/list/main.ehtml?Search=furple_group) Links >>

**Postdoc**

[Fred Furlpsnort](#) | [Log out](#) | [Messages](#)

[Top Folder](#) [My Folder](#) [Users](#) [Groups](#) [Lists](#) [? Help](#) [Feedback](#)

in

### Search for Mailing Lists

[Show all lists](#) [Add new list](#)

Search for:

### Mailing List

[Furple's Group](#)  
([furple\\_group](#))

[Subscribers](#) | [Archive](#) | [Properties](#) | [Pending e-Mail](#) | [Copy Shortcut](#) | [Delete](#) |

Powered by: Comp Center

Open  
Open in New Window  
Save Target As...  
Print Target  
Cut  
Copy  
Copy Shortcut  
Paste  
Add to Favorites...  
Properties

Option 1: Click here and you will be re-directed to "My Folder".

Option 2: Internet Explorer 6.0; right click (Win), or Control Click (Mac) on the List Link and "Copy Shortcut". Netscape users: "Copy Link Location"

[My Folder](#) [Users](#) [Groups](#) [Lists](#) [? Help](#) [Feedback](#)

Internet

# Adding the Mail List to My Folder

Folder: Fred Furplesnort - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://postdoc.arc.nasa.gov/postdoc/t/folder/main.ehtml> Links >>

**Postdoc**

[Fred Furplesnort](#) | [Log out](#) | [Messages](#)

[Top Folder](#) [My Folder](#) [Users](#) [Groups](#) [Lists](#) [Help](#) [Feedback](#)

in item name/id Search

**Fred Furplesnort**, Monday, 30-Jun-2003 10:26  
Personal folder for Fred Furplesnort

[folder hierarchy](#) Fred Furplesnort Go

**Furple's Group**, Monday, 30-Jun-2003 10:25  
Here's the link to my group

**Fred's First Folder**, Monday, 30-Jun-2003 09:33  
This is my folder. I keep all of my documents in here. Additionally, I have access rights to my mail lists and to other folders I

**Fred's Folder**, Monday, 30-Jun-2003 09:19  
This is another sample folder. I can store documents, links, other folders, and mail-lists in here.

Mode: View Add Add Document Add Folder Add Link Add Note Delete Cut Paste Copy as Link

Sort by: Sequence Sort

Powered by: Computational Sciences Division / NASA Ames Research Center

[Top Folder](#) [My Folder](#) [Users](#) [Groups](#) [Lists](#) [Help](#)

Internet

# Adding the Mail List to My Folder

**Add Link - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

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Address [https://postdoc.arc.nasa.gov/postdoc/t/folder/add.ehtml?url\\_id=97730&selected\\_item\\_id=-1&type=Link&edit=Add+Item](https://postdoc.arc.nasa.gov/postdoc/t/folder/add.ehtml?url_id=97730&selected_item_id=-1&type=Link&edit=Add+Item) Links >>

## Add Link

**⚠ Please read and acknowledge the following before adding documents to this server.**

Because this server is connected to the Internet, it is not guaranteed secure to parties determined to obtain information from it. Therefore, [export-sensitive](#) or proprietary information should not be uploaded. If in doubt as to whether to upload a particular document, consult your management and the [CIO Security Pages](#) (only available from within the NASA network). By uploading documents, you agree to take full responsibility for what you upload and setting access privileges correctly. See the [Item Relationships Help](#) page for information on how to both view and set access privileges.

**Link Name: \***   
Up to 80 characters including spaces can be used.

**Link URL: \***

**Description:**

Internet

# Adding the Mail List to My Folder

**Add Link - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address [https://postdoc.arc.nasa.gov/postdoc/t/folder/add.ehtml?url\\_id=97730&selected\\_item\\_id=-1&type=Link&edit=Add+Item](https://postdoc.arc.nasa.gov/postdoc/t/folder/add.ehtml?url_id=97730&selected_item_id=-1&type=Link&edit=Add+Item) Links >>

## Add Link

**⚠ Please read and acknowledge the following before adding documents to this server.**

Because this server is connected to the Internet, it is not guaranteed secure to parties determined to obtain information from it. Therefore, [export-sensitive](#) or proprietary information should not be uploaded. If in doubt as to whether to upload a particular document, consult your management and the [CIO Security Pages](#) (only available from within the NASA network). By uploading documents, you agree to take full responsibility for what you upload and setting access privileges correctly. See the [Item Relationships Help](#) page for information on how to both view and set access privileges.

**Link Name:** \*   
Up to 80 characters including spaces can be used.

**Link URL:** \*  **Paste Here**

**Description:**

Internet

# Adding the Mail List to My Folder

Folder: Fred Furplesnort - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address [https://postdoc.arc.nasa.gov/postdoc/t/folder/main.ehtml?url\\_id=97730](https://postdoc.arc.nasa.gov/postdoc/t/folder/main.ehtml?url_id=97730) Links >>

**Postdoc** [Top Folder](#) [My Folder](#) [Users](#) [Groups](#) [Lists](#) [? Help](#) [Feedback](#)

[Fred Furplesnort](#) | [Log out](#) | [Messages](#)

in

**Fred Furplesnort**, Monday, 30-Jun-2003 11:05  
 [Furplesnort, Fred](#)  
Personal folder for Fred Furplesnort

[folder hierarchy](#)   Mode:   Sort by:

**Furple's Group Mail List**, Monday, 30-Jun-2003 11:05  
 [Furplesnort, Fred](#)  
This is the mail list for my group

**Furple's Group**, Monday, 30-Jun-2003 10:25  
 [Furplesnort, Fred](#)  
Here's the link to my group

**Fred's First Folder**, Monday, 30-Jun-2003 09:33  
 [Furplesnort, Fred](#)  
This is my folder. I keep all of my documents in here. Additionally, I can store links to my mail lists and to other folders I have access rights to.

**Fred's Folder**, Monday, 30-Jun-2003 09:19  
 [Furplesnort, Fred](#)  
This is another sample folder. I can store documents, links, other folders, and mail-lists in here.

Internet

# Add Users/Group to a Folder

Folder: Fred Furplesnort - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print View Source Links

Address [https://postdoc.arc.nasa.gov/postdoc/t/folder/main.ehtml?url\\_id=97730](https://postdoc.arc.nasa.gov/postdoc/t/folder/main.ehtml?url_id=97730)

**Postdoc** [Top Folder](#) **My Folder** [Users](#) [Groups](#) [Lists](#) [? Help](#) [Feedback](#)

[Fred Furplesnort](#) | [Log out](#) | [Messages](#)

in

**Fred Furplesnort**, Monday, 30-Jun-2003 11:05  
 [Furplesnort, Fred](#)  
Personal folder for Fred Furplesnort

[folder hierarchy](#)   Mode:   Sort by:

**Furple's Group Mail List**, Monday, 30-Jun-2003 11:05  
 [Furplesnort, Fred](#)  
This is the mail list for my group

**Furple's Group**, Monday, 30-Jun-2003 11:05  
 [Furplesnort, Fred](#)  
Here's the group for my group

**Fred's First Folder**, Monday, 30-Jun-2003 09:33  
 [Furplesnort, Fred](#)  
This is my folder. I keep all of my documents in here. Additionally, I can store links to my mail lists and to other folders I have access rights to.

**Fred's Folder**, Monday, 30-Jun-2003 09:19  
 [Furplesnort, Fred](#)  
This is another sample folder. I can store documents, links, other folders, and mail-lists in here.

Internet

Click on the "Relationships" icon

# Adding Users to a Folder

Item Relationships - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address [https://postdoc.arc.nasa.gov/postdoc/t/item/rel.ehtml?url\\_id=115556](https://postdoc.arc.nasa.gov/postdoc/t/item/rel.ehtml?url_id=115556) Links >>

**Postdoc** [Top Folder](#) [My Folder](#) [Users](#) [Groups](#) [Lists](#) [Help](#) [Feedback](#)

[Fred Furplesnort](#) | [Log out](#) | [Messages](#)

in item name/id Search

**Fred's First Folder**, Monday, 30-Jun-2003 09:33

[Secure](#) | [Furplesnort, Fred](#)

This is my folder. I keep all of my documents in here. Additionally, I can store links to my mail lists and to other folders I have access rights to.

**Relationships** [Revisions](#) [Events](#)

**Group Relationships** **User Relationships**

O A N R W P C G	Name	O A N R W	Name
(No group relationships.)		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <a href="#">Furplesnort, Fred</a>	

**Security Key**

[Unprotected](#) Readable by anyone on the Internet.

[Group Access](#) Indirect access granted via groups.

[Secure](#) Access limited to the expressly stated individuals.

[Click here for permissions instructions](#)

[Update Relationships](#) [Revert](#)

[Copy relationships to other items](#)

☐ **Readable by anyone on the Internet**

☒ **Invisible to users without readable access**

☒ **Carry ownership to new folders/items in this folder.**

**You will be the Owner by default**

Done Internet


# Adding Users to a Folder

Item Relationships - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Back Forward Stop Home Search Favorites Media


Address [https://postdoc.arc.nasa.gov/cgi-bin/epert/postdoc/t/item/rel.ehtml?url\\_id=115556&search\\_user=Sebastian+Mejias](https://postdoc.arc.nasa.gov/cgi-bin/epert/postdoc/t/item/rel.ehtml?url_id=115556&search_user=Sebastian+Mejias) Links >>


(No group relationships.) ☒ ☒ ☐ ☒ ☒  [Furplesnort, Fred](#)

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**Security Key**

 **Unprotected** Readable by anyone on the Internet

 **Group Access** Indirect access granted via groups.

 **Secure** Access limited to the expressly stated individuals.

[Copy relationships to other items](#)

☐ **Readable by anyone on the Internet**

☒ **Invisible to users without readable access**


☒ **Carry ownership to new folders/items in this folder.**

O = Owner, A = Author, N = Notify me of updates, R = Readable,  
W = Writable, P = Parent readable, C = Child readable  
G = Primary folder ?

Add existing group:

Add existing user:

**Search Results**

O	A	N	R	W	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 <a href="#">Mejias, Sebastian</a>

Done Internet



# Adding Groups to a Folder

**Item Relationships - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address [https://postdoc.arc.nasa.gov/cgi-bin/eperl/postdoc/t/item/rel.html?url\\_id=115556](https://postdoc.arc.nasa.gov/cgi-bin/eperl/postdoc/t/item/rel.html?url_id=115556) Links >>

**Postdoc** [Top Folder](#) [My Folder](#) [Users](#) [Groups](#) [Lists](#) [? Help](#) [Feedback](#)

[Fred Furplesnort](#) | [Log out](#) | [Messages](#)

in item name/id Search

**Fred's First Folder**, Monday, 30-Jun-2003 09:33  
Secure | [Furplesnort, Fred](#)

This is my folder. I keep all of my documents in here. Additionally, I can store links to my mail lists and to other folders I have access rights to.

**Relationships** [Revisions](#) [Events](#)

**Group Relationships** **User Relationships**

**O A N R W P C G Name** **O A N R W Name**

(No group relationships.)

☒ ☒ ☐ ☒ ☒ [Furplesnort, Fred](#)

☐ ☐ ☐ ☒ ☒ [Mejias, Sebastian](#)

**Security Key**

☒ **Unprotected** Readable by anyone on the Internet

☒ **Group Access** Indirect access granted via groups.

☒ **Secure** Access limited to the expressly stated

☐ **Readable by anyone on the Internet**

☒ **Invisible to users without readable access**

☒ **Carry ownership to new folders/items in this**

[Update Relationships](#) [Revert](#)

[Copy relationships to other items](#)

Done Internet

# Adding a Group to a Folder

**Item Relationships - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address [https://postdoc.arc.nasa.gov/cgi-bin/eperl/postdoc/t/item/rel.ehtml?url\\_id=115556](https://postdoc.arc.nasa.gov/cgi-bin/eperl/postdoc/t/item/rel.ehtml?url_id=115556) Links >>

**Postdoc** [Top Folder](#) [My Folder](#) [Users](#) [Groups](#) [Lists](#) [Help](#) [Feedback](#)

[Fred Furplesnort](#) | [Log out](#) | [Messages](#)

in item name/id Search

**Fred's First Folder**, Monday, 30-Jun-2003 09:33

[Group Access](#) | [Furplesnort, Fred](#)

This is my folder. I keep all of my documents in here. Additionally, I can store links to my mail lists and to other folders I have access rights to.

**Relationships** [Events](#)

**Group Relationships**

O	A	N	R	W	P	C	G	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">asani_test</a>

**User Relationships**

O	A	N	R	W	Name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Furplesnort, Fred</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Mejias, Sebastian</a>

**Security Key**

☒ **Unprotected** Readable by anyone on the Internet

☒ **Group Access** Indirect access granted via groups.

☒ **Secure** Access limited to the expressly stated

☐ **Readable by anyone on the Internet**

☒ **Invisible to users without readable access**

☒ **Carry ownership to new folders/items in this**

[Update Relationships](#) [Revert](#)

[Copy relationships to other items](#)

Done Internet

# Common Problems

- **Remained guest, even though I logged in:** Postdoc does not support the Safari browser on Macs.
- **People cannot see my files:** This generally occurs when a person is given access to a file after the file was added to postdoc. Review the “Copy relationships” documentation in the Help section. (Folder Main Help, Item Relationships)
- **How do I invite people without Postdoc accounts to view my files:** You could make a file readable by anyone on the Internet under the “Relationships” link. Refer to the Folder/file relationships documentation. (Folder Main Help, Item Relationships)
- **How do I invite people without Postdoc accounts to join my group:** You would have to invite them to join Postdoc. To do this refer to the “Invite non registered people to become members” documentation. (Groups Main Help, Members)

# Help References

- For Postdoc Support:
  - Email: [postdoc-help@postdoc.arc.nasa.gov](mailto:postdoc-help@postdoc.arc.nasa.gov)
  - Call: 650-604-5562
- Check the Help tutorial and FAQ:
  - <https://postdoc.arc.nasa.gov/help/index.html>